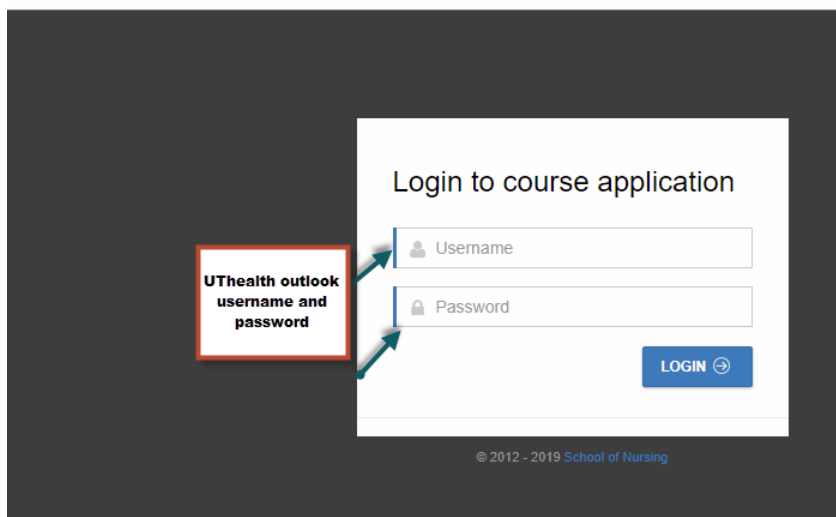


Add-Drop Withdrawal System

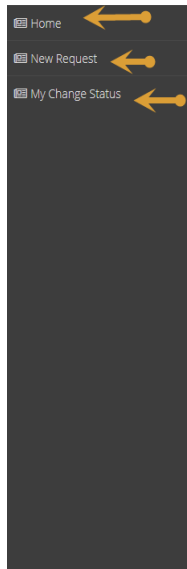
When you are off campus, you will have to come thru VPN connection and then use your browser to connect. Please check the link for VPN client download and instructions: [VPN Client](#). If you have questions or need help with VPN, please call UHealth helpdesk dial 713-486-4848.

Click the link <https://portal.nursing.uth.edu/course>

Login with UHealth outlook username and password and click “login”



Read the instructions on the Home page carefully to navigate through the system.



Cizik School of Nursing
Course Withdraw System for Student
Current Semester: 2019 Fall

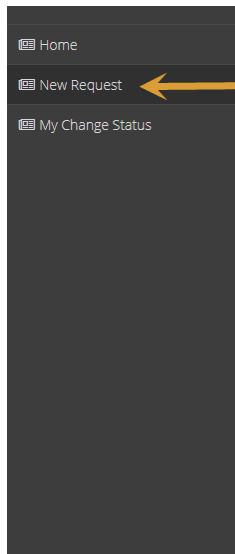
Dear Students,

This app is used to drop all of your courses during the add/drop period or withdraw from any course during the semester up until the last day of class.

- Use this app during the Add/Drop period **ONLY IF** you intend on dropping all of your courses. Refer to the [Semester Calendar](#) each term for our course drop deadlines.
- After the add/drop period, you can withdraw from a course with the approval of the instructor at any time before the last day of class in any term. You should consult the "Schedule of Classes" as deadline dates.
- As a reminder, a student may be allowed to withdraw from the same course only twice. Also, the designation of "WF" is considered to be a grade below "C" (undergraduate) or "B" (graduate) and its Grade Point Average (GPA).
- Students who receive two grades below "C" (undergraduate) or "B" (graduate) in any two courses, or who receive two grades below "C" (undergraduate) or "B" (graduate) in the same course, will not be allowed to continue in the Nursing Program. You may view your program grading policy for more details. [Program policy](#).
- Withdrawal forms cannot be processed until all signatures are obtained, you will receive several emails throughout this process regarding signatures as well as a final email upon completion of the process.
- Withdrawals are not official until received and processed by the Registrar's office.
- If you are connecting this application from off-campus, you have to come thru VPN connection and then use your browser to connect. Please check the link for VPN client download and instructions or need help with VPN, please call UTHealth helpdesk dial 713-486-4848

Navigate through left side menu

To proceed with request click on "New Request"



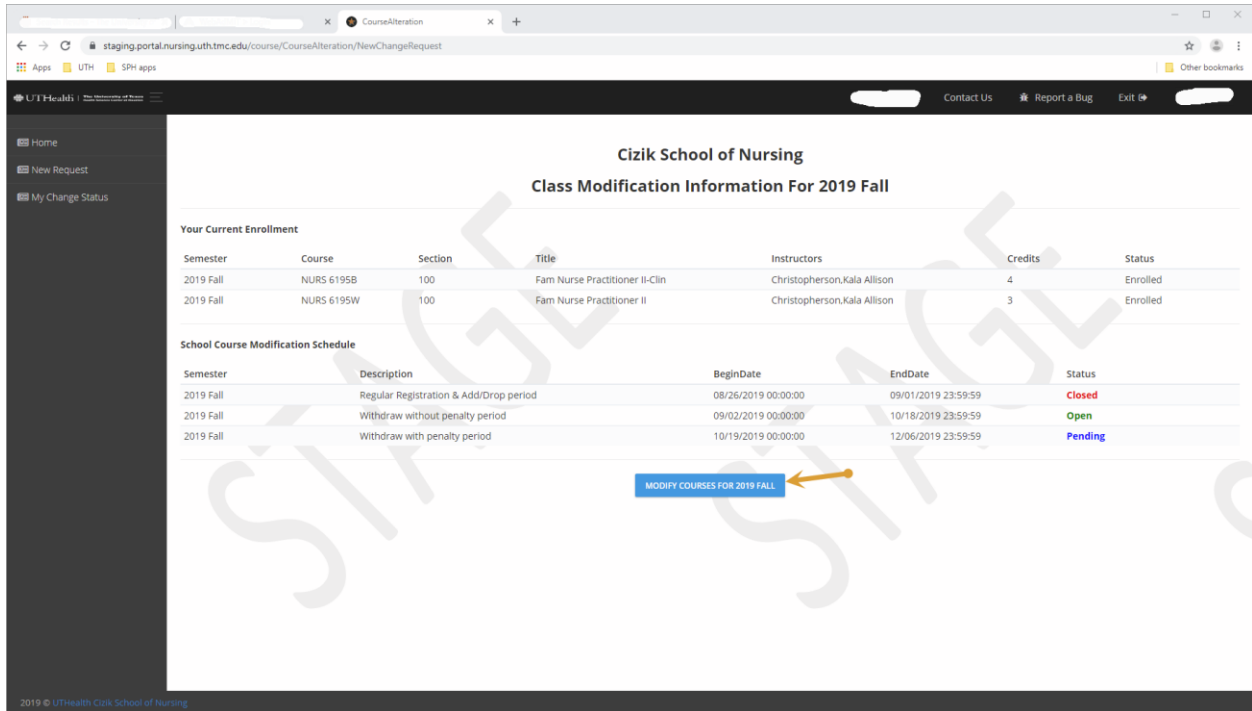
Cizik School of Nursing
Course Withdraw System for Student
Current Semester: 2019 Fall

Dear Students,

This app is used to drop all of your courses during the add/drop period or withdraw from any course during the semester up until the last day of class.

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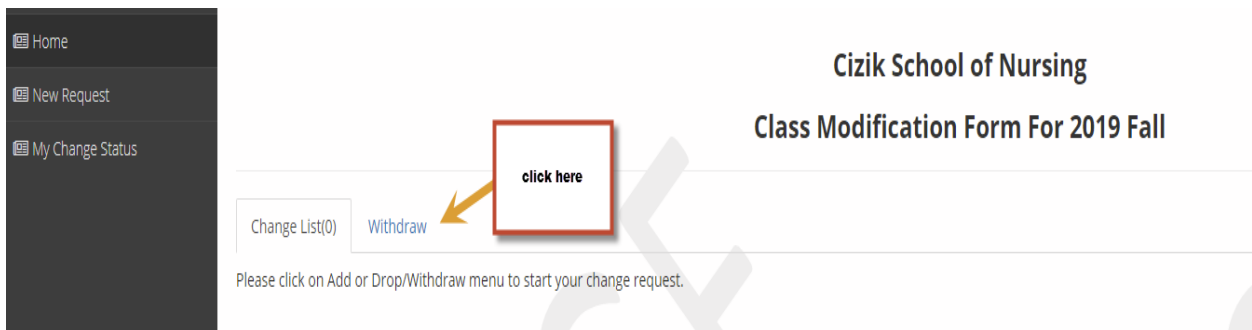
Look for window with your current Enrollment details



Click on “Modify courses for 2019 Fall” blue button to proceed to modify current course enrollment

Note: The “open” status is the only time when enrollment can be modified, closed sessions cannot be updated.

Click on the “Withdraw” tab to modify your current course enrollment



You have options to “Withdraw all” or select any combination of courses to withdraw

Home
New Request
My Change Status

Cizik School of Nursing Class Modification Form For 2019 Fall

Change List(0) Withdraw

Course	Section	Title	Instructors	Status	
NURS 6195B	100	Fam Nurse Practitioner II-Clin	Christopherson,Kala Allison	Enrolled	WITHDRAW ALL
NURS 6195W	100	Fam Nurse Practitioner II	Christopherson,Kala Allison	Enrolled	WITHDRAW

Selected option details will be displayed under **“change List”** tab

Home
New Request
My Change Status

Cizik School of Nursing Class Modification Form For 2019 Fall

Change List(1) Withdraw

Course	Section	Title	Action
NURS 6195W	100	Fam Nurse Practitioner II	Withdraw

Last Attend Date:

The last day attended should be a date between the first day of the semester to current date. The last date attended is the date the student stopped attending classes and his/her last recorded date at an academically related activity (lecture, clinical, assignment, exam, signed to Canvas, etc.)

Comments:

I understand that 100% refunds are not issued after the first day even if a student's specific classes start after that day. I understand that if I am on a plan, I am still responsible for the original tuition and fee charges and that even if I resign during a refund period, I may still have future payments due on my plan

SUBMIT

Fill in the required information and click “submit”.

Home

New Request

My Change Status

Cizik School of Nursing

Class Modification Form For 2019 Fall

Change List(1)
Withdraw

Course	Section	Title	Action
NURS 6195W	100	Fam Nurse Practitioner II	Withdraw CANCEL

Last Attend Date: 1

The last day attended should be a date between the first day of the semester to current date. The last date attended is the date the student stopped attending classes and his/her last recorded date at an academically related activity (lecture, clinical, assignment, exam, signed to Canvas, etc.)

Comments: 2

I understand that 100% refunds are not issued after the first day even if a student's specific classes start after that day. I understand that if I am on a plan, I am still responsible for the original tuition and fee charges and that even if I resign during a refund period, I may still have future payments due on my plan

SUBMIT 3

You will receive an email upon completing all required fields and submitting your request.